



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

NOVEMBER 09, 2010

#101-10

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** DEPARTMENT OF HEALTH SERVICES / COMMUNITY HEALTH SERVICE  
**POSITION:** COMMUNITY HEALTH REPRESENTATIVE  
**SALARY:** \$9.00 - \$15.00  
**CLOSING DATE:** OPEN UNTIL FILLED

#### INTRODUCTION:

This position is under the direction of the CHR Manager. During the initial period of hire the incumbent will be responsible for transporting clients, dialysis patients, elderly and the sick to appropriate medical and health care facilities. After completion of probation period, and CHR basic training the incumbent will perform home health surveillance, a variety of health outreach services, case find, case management, and transportation services to American Indians and Alaska Natives (AI/AN) residing on or near the Colorado River Indian Reservation.

#### DUTIES and RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

The incumbent will maintain and complete timely and accurate documentation of daily activities, client transportation, or other activities performed with defined duties and responsibilities, through use of designated forms, such as, internally generated forms, or the HIS PCC (Patient Care Component) form. Assist in a variety of home health care services, education, counseling, community outreach, public health functions, and non-emergency transports.

Transport, or make arrangements for transport, of clients who are in need of transportation to medical providers and/or health facilities, within the scope of priorities defined by programmatic protocol and client needs. Transport includes:

- Clients to obtain prescribed medication, or delivery of prescribed medications;
- Safety of passengers during transport, for example, assuring proper use of safety seat restraints, infant seat restraints, abiding by traffic laws, etc.; and
- Service of vehicle by checking oil, lubricant and fluid levels, scheduling routine preventive maintenance services, and immediately reporting service or repair needs.

Establish and maintain individual case files in accordance with prescribed protocol and/or standards. Collect data and information as required for entry into data management system(s), such as, the Indian Health Service (IHS) Resources and Patient Management System (RPMS) and Arizona Health Care Cost Containment System (AHCCCS). Conduct community outreach and case fine through screening during home visitation, community activities, or public health forums to identify cases of individuals or families in need of services or assistance, and provide assistance or referrals as determined. The incumbent may perform other duties as assigned within the scope of the position or CHR Program.

**QUALIFICATIONS, KNOWLEDGE, SKILLS and ABILITIES:**

High School diploma or GED (General Equivalency Degree) equivalent; possess valid First Aide and CPR (Cardio Pulmonary Resuscitation) certification, or obtain certification within three (3) months of employment; possess valid Arizona State Driver's License; submit to driving history check, agree in writing to CRIT Confidentiality Statement and Alcohol and Drug Policy. Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA). Establishing and maintaining effective relationships with clients, community members, tribal officials, representatives of health and resource agencies, the public in general and other contacts. Effectively communicate orally and in writing. Lift heavy objects up to 75 pounds, such as wheelchair.

**SUBMIT COMPLETED APPLICATION TO:  
C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**or**

**FOR APPLICATION VISIT: <http://www.crit@nsn.gov>**

**UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.**



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

November 09, 2009

#100-10

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** C.R.I.T. FARMS  
**POSITION:** FARM MANAGER  
**REPORTS TO:** TRIBAL COUNCIL  
**SALARY:** NEGOTIABLE D.O.E. (CONTRACTUAL POSITION)  
**CLOSING DATE:** THURSDAY, DECEMBER 09, 2010 AT 5:00 P.M.

#### **DUTIES:**

To manage, direct, operate and oversee all facets of a 10,000 acres Tribal Farm. Directs and coordinates employees activities, such as planting, irrigation, chemical application, harvesting, payroll and record keeping. Analyzes market conditions to determine acreage allocations. Records information, such as production, farm management practice, prepares financial and operational reports. Analyzes soil to determine type and quantity of fertilizer required for maximum production. Plan and direct development and production of hybrid plant varieties with high yield or disease and insect resistant characteristics. Purchases machinery, equipment and supplies, such as tractors, seed, fertilizer, chemicals, fuels, oils, etc..

All major purchases will be under a bid process. Evaluate financial statements and prepare budgets for recommendation. Hire, discharge and promote employees, enforce safety regulations and interprets policies. Prepare all capital budgets. Plan all crops, capital expenditure projects and other pertinent farming practices. Arrange for financing (if needed) and implementation of farming plans. Obtain personnel and equipment complement. Supervise and direct the annual farming program of the enterprise, adhering to the general plan of operation as adopted by the Farm Board. Performs other duties as assigned.

#### **MINIMUM REQUIREMENTS:**

A Bachelor Degree in Agricultural Economics and related field. Substantial knowledge and experience with a modern farming operations. Specific working knowledge of all farming enterprises indigenous or adopted to the Colorado River Indian Reservation plus knowledge of crops grown in the area such as alfalfa, cotton, wheat and produce. Knowledge and experience in farm budgeting, financial analysis, management and organizational capabilities and supervisory experience in a multi-enterprise farm environment. Must have knowledge of techniques and equipment for planting, growing and harvesting food products (both plant and animal) for consumption, including storage/handling techniques. Must have knowledge of working cooler for crops and be knowledgeable in marketing, futures and hedging for anything that's produced by CRIT

Farms. Must have knowledge of legal instruments and procedures relating to purchase, sale, or lease and management of equipment, commodities.

APPLY AT:  
C.R.I.T. HUMAN RESOURCE DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344  
OR  
FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin.

CRIT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



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Eldred Enas, Chairman

November 09, 2010

#75-10

## **VACANCY RE-ANNOUNCEMENT**

**POSITION: TRIBAL PLANNER**

**SALARY: \$52,000.00**

**CLOSE: THURSDAY, DECEMBER 09, 2010 @ 5:00 P.M.**

### **DUTIES:**

The Tribal Planner is under the Supervision of the Tribal Chairman. Conducts studies, prepares reports and advises public and private sector administrators on feasibility, cost effectiveness and regulatory conformance of proposals for special projects or ongoing programs in such fields as assigned by Tribal Council through the Tribal Chairman. Administers the Planning Departments goals and objectives and supervise staff.

Review and evaluates materials provided with proposals, such as environmental impact statements, construction specifications, budget, staffing estimates to determine additional, data requirements. Conducts field investigations, economic or public opinion surveys, demographic studies or other research to gather required information. Organizes data from all sources, using statistical methods to ensure validity of material. Develops alternate plans for program or project. Incorporating recommendations for review of elected officials. Evaluates information to determine feasibility of proposals or to identify factors requiring amendment. Maintains collection of socioeconomic, environmental and regulatory data related to department, functions for use by planning and administrative personnel in government and private sectors. Reviews plans and proposals submitted by other governmental planning commissions or private organizations to assist in formulation of overall tribal plans for the reservation.

Directs economic development planning activities for the reservation. Directs activities, such as research analysis and evaluation of technical information to determine feasibility and economic impact of proposed expansions and developments. Confers with elected officials, appropriate tribal departments to effect changes in local policies or ordinances discouraging effective development.

Organizes data in report format and arranges for preparation of graphic illustrations of research findings. Organizes material and completes writing assignment accounting to set standards regarding order, clarity, conciseness, style and terminology. May write speeches, articles or tribal resolutions for elected officials and departments. Prepares project reports

for appropriate tribal departments, committee, board meetings. Maintains collections of slides, video tapes, programmed texts and other educational or historical materials related to economic development plan, storing or filing materials according to subject matter.

Reviews project proposal of plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements and allotment of available resources to various phases of project.

**REQUIREMENTS:**

Bachelor's degree in Urban Planning, Business Administration or Economic and 5 years experience in economic development planning. Requires thorough knowledge of Federal economic/urban development agencies and programs. Knowledgeable in economic evaluation methods and financing. Familiar with computer software, political protocol and public speaking.

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26600 MOHAVE ROAD  
PARKER, ARIZONA 85344  
OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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Eldred Enas, Chairman

**NOVEMBER 03, 2010**

**#97-10**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** OFFICE OF THE ATTORNEY GERNERAL (CRIMINAL PROSECUTION)  
**POSITION:** DEPUTY ATTORNEY GENERAL (CONTRACTUAL POSITION)  
**SALARY:** D.O.E.  
**BENEFITS:** HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE  
ANNUAL LEAVE and 401(k) PLAN  
**CLOSING DATE:** OPEN UNTIL FILLED  
**APPLY:** COLORADO RIVER INDIAN TRIBES  
HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344

**ABOUT THE OFFICE OF THE ATTORNEY GENERAL:** The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, departments, and enterprises. The Office is a diverse and dynamic working environment.

#### **DUTIES:**

The Deputy Attorney general (Criminal Prosecution) works with all Tribal Departments, under the supervision of the Attorney General. Duties include but are not limited to the following.

- Work closely with tribal, federal and local law enforcement and other agencies to develop potential criminal cases for prosecution;
- Attend, prepare and assist CRIT Child Protective Services (CPS) or the Office of Social Services (OSS) with all Child in Need of Care (CINC) hearings: Preliminary Custody, Advisory, Pre-Adjudication, Adjudication, Disposition, Review, and Termination of Parental Rights;
- Draft petitions, prepare witnesses, officers, and victims for trial, attend and prepare Adult and Juvenile Offender cases. These hearings include initial appearances, detention hearings, pre-adjudicatory hearings, adjudicatory hearings, and review hearings, jury and non-jury trials;
- Represent the Tribe in criminal actions pending before the Courts of the Tribes, involving Adult and Juvenile Offenders, Child in Need of Care, and guardianship;

- Up-keep CINC cases and maintain regular contact with CRIT CPS, OSS, Behavioral Health and Alcohol and Substance Abuse Programs, law enforcement and criminal justice agencies and other social services programs;
- Assist CRIT OSS in Indian Child Welfare Act interventions. May require appearances in courts of other jurisdictions;
- Draft and file appeal petitions and briefs, appear in Court of Appeals hearings;
- Draft and assist in drafting proposed legislation for consideration by the Tribal Council. As necessary, train and brief officers and other tribal officials in regard to procedure and law;
- Act as special prosecutor in federal and state cases if needed and assigned by the Attorney General;
- Manage a large caseload;
- Other duties as assigned by the Attorney General.

#### **REQUIREMENTS:**

- Graduate of an ABA accredited law school preferred;
- Must be a licensed member in good standing of a state bar, Arizona or California state bar is preferred;
- At least one year experience in the practice of law is preferred;
- Knowledge of principles of Federal Indian Law and / or administrative law preferred.
- Valid driver's license;
- Ability to pass drug screening;
- Ability to pass both a Tribal and Federal (OMB Public Trust Positions) background check.

#### **PREFERRED QUALIFICATIONS:**

- Computer literate, good writing and communication skills;
- Ability to work well with others in a sometimes stressful, high-volume work environment.

**INDIAN PREFERENCE:** The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Section 701(b) and 703(i) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian Tribes.



**OCTOBER 26, 2010**

# **COLORADO RIVER INDIAN TRIBES**

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 600-1320 • Fax (928) 600-5262

Eldred Enas, Chairman

**#96-10**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** Health Services – Social Services Program  
**POSITION:** Social Services Manager  
**SALARY:** \$23.44-\$32.00 Per Hour (D.O.E)  
**SUPERVISED BY:** Executive Director  
**CLOSING DATE:** OPEN UNTIL FILLED

**INTRODUCTION:** This position is a Social Worker performing duties as a provider and mid-management level manager responsible for the day-to-day operation and supervision of the Office of Social Services (OSS), Department of Health and Social Services (DHSS). As a provider, responsible of case management of comprehensive services, including child welfare, foster care services, adult institutional care, general assistance, Individual Indian Monies accounts, and other social services functions. As a Manager, provide direction, guidance and supervision to the OSS Staff. The incumbent is supervised by, receives guidance from, and reports directly to the Executive Director, DHS.

**DUTIES and RESPONSIBILITIES:** (THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

Plan, implement and coordinate methods for service delivery consistent with Colorado River Indian Tribe regulations, standards, programmatic policies and procedures, the Health Insurance Portability and Accountability Act (HIPAA), and other applicable standards. Provide direct and indirect assistance to families; adults, and children, maintain a client caseload of the more difficult and complex cases with emphasis on geriatric and medical cases; and exercise independent judgment and decision-making in reviewing and assigning cases to staff.

Perform and oversee staff case management through comprehensive assessments of client needs, establish case plans in accordance with level of functioning, establish and maintain time schedules, monitor progress of ongoing cases, and personal home and/or institutional visitations. Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, such as intra-DHSS programs, CRIT service departments/offices, CRIT Office of the Attorney General, Indian Health Services, institutional care providers/centers, foster care providers, schools, Regional Behavioral Health Agencies, and other service agencies/providers. May serve on intra-departmental committees and local inter-agency forums, boards, workgroups, and task teams.

Conduct periodic quality assurance reviews of client records consistent with oversight agency standards and DHS policies, and participate in annual programmatic reviews conducted by funding and oversight agencies. Participate in OSS staff meetings, intra-programmatic case staffing, and case staffing with DHS programs and other service agencies/providers on a regular basis, or as request. Responsible for effective utilization of available tribal or public resources by

preparing annual programs/project operating funding proposals, special needs budgets, goals and objectives, work plans, and operating and supporting documents.

Implement financial management controls in compliance with Federal, Tribal, and project statutes, regulations, and/or codes, conduct analysis of project expenditure trends; reconcile actual expenses to project expenses (cuff account); and initiate budget modifications, as necessary, consistent with approved budget plans, scope of work, and financial management standards. Implement and conduct progress reviews of goals and objectives, planned further activities work plan, time lines, compliance with project standards, etc., and initiate modifications, as necessary, to work plans in order to achieve goals and objectives.

Prepare and submit timely, current and accurate monthly, quarterly, semi-annual, and annual progress reports, periodic evaluation, and status reports, home studies, case summaries and other required records/reports. Establish and maintain programmatic policies and procedures, guidelines, and standards of operation. Establish and manage client records management system in compliance with HIPAA. Perform supervisory functions, such as, staff schedules and assignments, on going performance evaluation, individual development plans, comprehensive orientation for incoming staff, and general compliance in accordance with standards of the Colorado River Indian Tribes Employee Handbook.

On-call, crisis intervention, and irregular hours may be required. Perform other duties as assigned.

#### **EDUCATION and EXPERIENCE REQUIREMENT:**

Successful completion of studies for Master of Social Work (MSW), or related field, from an accredited college, or university. Minimum of two (2) years of full time work experience, including at least one (1) year supervision, in social work, or related field. Possess a valid state vehicle driver's license.

#### **KNOWLEDGE, SKILLS, and ABILITIES REQUIRED:**

Comprehensive knowledge of social services concepts, principles, and practices. Applied knowledge of administrative and supervisory concepts, and principles. Knowledge of federal, state, local and CRIT laws, codes and regulations governing social series programs, with emphasis on the 25 CFR (Code of Federal Regulations), US Bureau of Indian Affairs regulations, the Indian Child Welfare Act and the Health Insurance Portability and Accountability Act, and general social series policies and procedures. Familiar with resources and services available from social services agencies (e.g., AHCCCS, ALTCS, SSA, etc.). Possess organizational skills, ability to function independently, demonstrated oral and written communication skills, and applied computer literacy. Familiar with American Indian culture and traditions, sensitivity to cultural differences, and unique problems of Indian communities in rural areas. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 102-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://crit-nsn.gov>  
or

Apply at: CRIT Human Resource Department  
26600 Mohave Road  
Parker, Arizona 85344

**INDIAN PREFERENCE:** The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

**CRIT offers:** Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 605-1329 • Fax (928) 605-3200

Eldred Enas, Chairman

**OCTOBER 26, 2010**

**#95-10**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** Department of Health Services – Social Services Program  
**POSITION:** Foster Care Coordinator  
**SALARY RANGE:** \$14.57 - \$23.00 per hour (D.O.E.)  
**SUPERVISED BY:** Social Service Manager  
**CLOSING DATE:** OPEN UNTIL FILLED

**INTRODUCTION:** The Foster Care Coordinator under the direction of the Social Services Manager will coordinate all aspect of the Tribal Foster Care Program; monitor placement of foster care clients returned to biological parent/family or placed into Relative Placements; provide case management for Foster Care Children and Child-In-Need Of Care (CNC) cases.

**DUTIES and RESPONSIBILITIES:** (THE FOLLOWING ARE ILLUSTRATIONS FO THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

Perform case management through assessments of client needs, establish cse plans in accordance with level of functioning, establish and maintain time schedules, monitor progress of on-going cases, and conduct personal home and/or institutional visitations. Plan, develop and implement individual case plans that include:

- assessment/evaluation
- intervention
- prevention
- referrals

and follow through care implementing methods for service delivery consistent with U.S. BIA (Bureau of Indian Affairs) regulations, Colorado River Indian Tribes standards, programmatic policies procedures, the Health Insurance Portability and Accountability Act (HIPAA), and other applicable standards.

- Actively recruit in the community for foster care homes/parents
- Facilitate the completion of application packets for candidates to potential foster care in accordance with Tribal and BIA Policies and procedures.
- Conduct home study/assessment on potential foster homes/relative placements.
- Make recommendations for approval/disapproval regarding the licensing of tribal foster care homes

- On a yearly basis, renew licensing on all Tribal foster homes
- Facilitate or provide parent training for natural parents and foster parents
- Oversee and approve basic and special needs foster care payments
- Provide case management for all foster care children, including referrals for appropriate services
- Facilitates and participates in case planning for each foster care child, including agency and educational meetings.
- Complete required court reports and attend court hearings.
- Monitor the foster homes via announced and/or unannounced home visits, telephonic interviews with foster parents and interviews with the foster child(ren) in the home.
- Monitor placement of prior foster care children that have been returned to biological parent/family or placed into relative placement.
- Provide direction, support and supervision to foster parents and/or relative placements.
- Maintain copious and coherent individual client records in accordance with Bureau of Indian Affairs (BIA) Social Services.
- Participate in SS staff meetings, intra-programmatic case staffing, and case staffing with DHS programs and other service agencies/providers on a regular basis, or as requested.
- Conduct periodic quality assurance reviews of case-managed client records consistent with oversight agency standards and DHS policies, and participate in annual programmatic reviews conducted by funding and oversight agencies.
- Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, such as, intra-DHS programs, CRIT service departments/offices, CRIT Office of Attorney General, Indian Health Service, institutional care providers/centers, foster care providers, schools, Regional Behavioral Health Agencies, etc., and other service agencies/providers.
- Maintain confidentiality in accordance with Federal Health Insurance Portability and Accountability Act (HIPAA).
- Perform other related duties and assignments as directed by the Social Services Manager, within the scope of duties and responsibilities, and/or department activities. On-call, crisis intervention, and irregular hours may be required.

**EDUCATION and EXPERIENCE REQUIREMENT:** Bachelor's Degree in Psychology, Sociology, Social work or other related area. Minimum of one year experience relating to child welfare issues, individual and group counseling and case management. Educational

requirements may be waived or substituted on the knowledge, ability and experience of the applicant.

**KNOWLEDGE and ABILITIES REQUIRED:** Comprehensive knowledge of social services concepts, principles, and practices. Knowledge of federal, state, local and CRIT laws, codes and regulations governing social service programs, with emphasis on the 25 CFR (Code of Federal Regulations), U.S. Bureau of Indian Affairs regulations, the Indian Child Welfare Act and the Health Insurance Portability and Accountability Act, and general social services policies and procedures. Must be familiar with resources and services available from social service agencies (e.g., AHCCCS, ALTCS, SSA, etc.) Possess organizational skills, ability to function independently, demonstrated oral and written communications skills, and applied computer literacy. Must be familiar with American Indian culture and traditions and the local community. Possess a valid state vehicle driver's license. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://crit-nsn.gov>

or

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Parker, Arizona 85344

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## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 600-1000 • Fax (928) 600-1001

Eldred Enas, Chairman

**OCTOBER 25, 2010**

**#94-10**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT: BEHAVIORAL HEALTH SERVICES**

**POSTION: MENTAL HEALTH WORKER**

**SALARY: \$17.61 - \$23.00 (D.O.E)**

**CLOSING DATE: OPEN UNTIL FILLED**

#### **GENERAL SUMMARY:**

The Mental Health Worker (MHW) works in collaboration with the client, the client's family, and/or significant others to implement an effective Service Plan and provide support to the multidisciplinary team as it relates to the delivery of behavioral health services. The MHW coordinates care with other service providers as appropriate. The MHW is responsible for assisting in the development of the most cost-effective, medically appropriate service plan and for arranging for and monitoring service provision for clients.

#### **DUTIES and RESPONSIBILITIES:**

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive)

- Helps educate and support clients and their families to know and understand their treatment options.
- Consult with community agencies, families, and others involved in the treatment process to maintain coordination of care, initiate referrals and transfers, and implement transition, discharge and aftercare plans.
- Provides continuous evaluation of the effectiveness of treatment through the ongoing assessment of customer need and input from other involved with the customer resulting in modifications as necessary.
- Accurately observes and reports (verbal and written) customer behavior and activities in open client's clinical records using the SOPA (Subjective, Objective, Assessment, and Plan) or Data Assessment Plan (DAP) format.
- Completes PCC Mental Health/Social Service Encounter Record for service.
- PCC Mental Health/Social Service Encounter Record will be submitted within established time frames.
- Provides access to direct clinical services on an individual, group and family basis in an office of community setting, teach behavioral symptom management techniques

to alleviate and manage symptoms not reduced by medication, and promotes personal growth and development by assisting clients to adapt to and cope with internal external stressors.

- Proves supports in social skill development and assertiveness training to increase customer social and interpersonal activities in community settings.
- Assists and supports the customer in group social and recreational activities to structure time, increase social experiences, and provide opportunities to practice social skills.
- Receives scheduled clinical supervision.
- Participates in competency training as appropriate.
- Performs duties as assigned.

### **PROFESSIONAL STANDARDS**

- A. CRIT Behavioral Health Services follows the American Counseling Association's (ACA) Code of Ethics.

This includes, but is not limited to the following:

- Have a responsibility to abide by the *ACA Code of Ethics*
- Aspire to open, honest, and accurate communication in dealing with the public and other professionals.
- Practice in within the boundaries of professional and personal competence.
- Have responsibility to the public to engage in counseling practices that are based on rigorous research methodologies.
- Engage in self-care activities to maintain and promote their emotional, physical, mental, and spiritual well-being to best meet their professional responsibilities.

### **WORK ENVIRONMENT**

**A. Confidentiality**

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentially and must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act (HIPPA)*.

**B. Mental Application and Responsibility**

Documentation is governed by policies and procedure, and clinical judgment in reviewed with the Clinical Director. The Mental Health Worker may be involved in crisis resolution with clients and making appropriate referrals for service.

**C. Internal and Public Contacts**

This position involves constant direct interaction with clients, their families, the Clinical Director, direct care staff, Child Protective Services, Social Services, Indian Health Services and other social service providers.

**D. Conditions and Equipment**

Working conditions include office, in-home, community and school settings, and working independently as well as with individual clients and peers. The work is fast paced and hours vary between 8 AM to 8 PM, with some weekend work required (usually on a rotation schedule with other staff).

## **QUALIFICATIONS**

1. **EDUCATION:** Must have a Bachelor degree, Associates degree, or a minimum of 45 college semester credits and actively pursuing a college degree in the disciplines of Health Science, Medicine, Psychology, Social Service, or Education. At the option of the Clinical Director, work experience may be substituted for educational requirement.
2. **EXPERIENCE:** Two years experience. Experience may be substituted for educational requirements on a year for year basis.
3. **KNOWLEDGE, SKILLS and ABILITIES:**
  - Typing with accuracy of 40/50 wpm.
  - Possess proper spelling, grammar, and math skills
  - Must be organized, self-motivated, efficient, and able to work under stress
  - Skill in oral and written communication skills and applied computer literacy.
  - Computer literate with operating skills for application of test documents, spread sheets, and other systems.
  - Ability to prepare and maintain written reports and data records.
  - Must be able to travel and work flexible hours.
  - Ability to work well with the general public and work harmoniously with co-workers.
  - Must have reliable vehicle, and proof of insurance.
  - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act (HIPAA)*.
4. **LICENSING/CERTIFICATIONS:**
  - Possess a valid Arizona Driver's License
  - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
  - Must have First Aid/CPR or able to obtain within 60 days after employment.

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Parker, Arizona 85344

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CRIT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



*Human Resources*  
26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

OCTOBER 15, 2010

#92-10

## VACANCY ANNOUNCEMENT

DEPARTMENT: WORD PROCESSING  
POSITION: RECORDING SECRETARY  
SALARY: \$25,194 ANNUALLY  
REPORTS TO: WORD PROCESSING SUPERVISOR  
CLOSING DATE: OPEN UNTIL FILLED

### FUNCTION:

There are Standing Committees and sub-committee meetings held each month which must be recorded and transcribed while determining recommendations to the Tribal Council on specific areas of activities. The recording secretary takes and transcribes these committees' minutes into written form for recommendation or information to the Tribal Council.

### DUTIES & RESPONSIBILITIES:

1. Types agenda with all items received by the established deadline date for those specific committees and sub-committees of assignment.
2. Prepares FTR recording computer and obtains supplies sufficient to record the minutes of the meeting which may last for 6-8 hours.
3. Takes and Transcribes notes of the meeting and types in correct format for presentation and approval at the next regular Committee meeting.
4. Edit and correct draft minutes as needed.
5. Provides required copies of committee minutes for distributions to Tribal council one week before the next regular council meeting, for action or as information.
6. Performs other related duties as assigned by Supervisor.

### EDUCATION / EXPERIENCE:

- High School Diploma or its equivalent required
- Associate Degree or vocational secretarial training highly desired
- Minimum three years experience in general office duties required
- Must be able to work beyond the normal work day when required
- Must have knowledge of shorthand or speed writing

**OTHER:**

- Superior grammar and writing skills
- Professional demeanor and appearance
- Professional and courteous interpersonal skills
- Proficient in Microsoft Office
- Ability to work independently as well as in a team environment
- Ability to manage time and tasks efficiently
- Typing minimum of 65 wpm accurately
- Able to maintain strict confidentiality

**WORKING ENVIRONMENT:**

Office setting with extensive computer and headphone use, mostly sedentary exerting up to 10 lbs occasionally.

**APPLY AT  
C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344  
OR  
FOR APPLICATION VISIT: <http://www.crit-nsn.gov>**

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**CRIT Offers:** Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



## *Human Resources*

26600 MOHAVE RD.  
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(928) 660-1320 • Fax (928) 660-5263  
Eldred Enas, Chairman

OCTOBER 15, 2010

#91-10

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** ENVIRONMENTAL PROTECTION  
**POSITION:** WATER QUALITY SPECIALIST  
**SALARY:** D.O.E. (DEPENDING ON EXPERIENCE)  
**CLOSING DATE:** OPEN UNTIL FILLED

#### **JOB DESCRIPTION SUMMARY:**

Under the Clean Water Act, the incumbent will be under the direct supervision of the Environmental Director. Is responsible for the collection of water samples, performs a variety of bacteriological tests according to water quality standard methodologies and interpretive analysis. Addresses point and non-point water quality concerns as it pertains to water bodies of the Colorado River Indian Reservation. Must teach a college level (100 and/or 200 level) Water Ecology course at Arizona Western College that meets ABOR criteria.

#### **REQUIREMENTS and QUALIFICATIONS:**

- Must possess a four-year College or University degree in Water Ecology or Water Sciences as it relates to job requirements.
- Must have a minimum of 5 years experience with water sampling and able to interpret statistical analysis.
- Must be computer proficient and able to operate a variety of water sampling apparatus as it relates to job demands and dynamics.
- Must conduct water, soil and vegetation sampling in the field along rivers, canals, lakes, springs, and wells.
- Able to summarize and interpret water quality data and data from laboratory analysis.
- Must be able to operate Global Positioning system (GPS) hardware and software.

**KNOWLEDGE OF:**

Principles, theories, techniques and practices of water quality standards, mathematics and statistics and aquifer dynamics as it relates to water quality interpretive analysis. Must be well versed in the US EPA's Clean Water Act.

**ABILITY TO:**

Perform routine, professional water analyses using scientific methods and computer equipment; format and present data in a logical, understandable manner; operate and calibrate field measurement equipment; write clear, concise, complete and comprehensive technical and scientific reports; communicate effectively, orally and in writing; make oral presentations.

**NECESSARY SPECIAL REQUIREMENTS:**

Valid Arizona's driver's license and the ability to maintain insurability under the Colorado River Indian Tribes Vehicle Insurance Policy.

**APPLY AT**  
**C.R.I.T. HUMAN RESOURCES DEPARTMENT**  
**26600 MOHAVE ROAD**  
**PARKER, ARIZONA 85344**  
**OR**  
**FOR APPLICATION VISIT: <http://www.crit-nsn.gov>**

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Eldred Enas, Chairman

October 15, 2010

#90-10

## VACANCY ANNOUNCEMENT

**DEPARTMENT:** CRIT LAW & ORDER  
**POSITION:** DETENTION OFFICER  
**SALARY:** \$13.46 (\$27,996 Annually)  
**CLOSE:** OPEN UNTIL FILLED

### DUTIES:

Maintain accurate inmate files, property bags, and most importantly keeps an accurate written daily log. Fingerprints, photographs and books inmate into and out of the Colorado River Indian Tribes Detention Center and enters data into in-house computer. Review all shift reports and daily log from previous shifts to advise on-coming shift of your shift details. Controls inmate activity, coordinates inmate movement and transports inmates to scheduled appointments. Greets and assists attorneys, probation officer, police officer etc., while in the facility. Works cooperatively with Federal, State, County, City and Tribal Police, Court Agencies and provides appropriate services. Investigate all incidents and internal, problems while on shift and take proper action. Regulations are complied with by detention staff, patrol staff and inmates, and that each does not go beyond this area of responsibility without proper authorization. Insure that all security procedures are properly executed. Conduct irregular cell searches and necessary in addition to monthly staff meetings. Serve in the capacity of Court Bailiff for the Tribal Court, if necessary. May be asked to assist patrol division to officiate at social functions, special events, funerals or crime scenes. Other duties may be assigned at the discretion of the Supervisor or Chief of Police to fulfill the department's objectives or goals.

### REQUIREMENTS:

Correction Officer certificate desired. If not certified, must attend an 8 week academy for training within one year of hire. Applicant must be 18 years of age, have a valid Arizona driver's license, a high school diploma or GED, and have a home phone. Must pass a written general aptitude test. Must pass a background investigation including a drug screening. Must be able to maintain strict confidentiality in all activity, which occurs within the department of Law and Order.

**APPLY AT**  
**C.R.I.T. HUMAN RESOURCES DEPARTMENT**  
**26600 MOHAVE ROAD**  
**PARKER, ARIZONA 85344**  
**OR**

**FOR APPLICATION VISIT: <http://www.crit-nsn.gov>**



*Human Resources*  
26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 660-1320 • Fax (928) 660-5262  
Eldred Enas, Chairman

OCTOBER 15, 2010

#89-10

## VACANCY ANNOUNCEMENT

**DEPARTEMENT:** ALCOHOL and SUBSTANCE ABUSE (ASAP) / BEHAVIORAL HEALTH SERVICES (BHS)

**POSITION:** CERTIFIED PEER SPECIALIST

**SALARY:** \$15.00 / HOUR (\$31,200)

**SUPERVISED BY:** ASAP MANAGER / CLINICAL DIRECTOR

**CLOSING DATE:** OPEN UNTIL FILLED

### JOB PURPOSE and SUMMARY:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE POSITION AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

The Certified Peer Specialist (CPS) will provide behavioral health services that foster supportive peer relationships with and among the persons enrolled in BHS / ASAP and other related programs. The CPS by definition is a person in recovery who will utilize her or his personal recovery experience to instill a sense of hope and optimism for persons in recovery. The CPS will demonstrate a personal belief in recovery, supported employment best practices, a sincere interest in the welfare of persons in recovery and in ASAP / BHS Programs. The CPS will demonstrate the ability to engage and serve consumers, contribute to the overall success of the recovery process, and carry out duties with flexibility and an individual focus. The CPS will promote and contribute to the development of a culture of recovery and empowerment within and outside the BHS / ASAP programs and will uphold the integrity of program goals. In addition the CPS will complete detailed and accurate case notes and other reports to document program measures including but not limited to Outcomes Measures devised by BHS / ASAP programs. The CPS will conduct peer support groups to assist persons enrolled in supported employment to realize their personal goals in recovery, employment, education, and volunteer opportunities. The CPS will report directly to the ASAP manager and/or BHS Clinical Director on all matters pertinent to the successful obtainment of program goals and standards.

### MAJOR DUTIES/RESPONSIBILITIES:

Directly provide and/or ensure the following:

- Act as an integral member of the BHS / ASAP Treatment Team

#### **Peer Support Specialists – The Recovery Process**

- Share personal experiences of recovery to build a sense of hope in the recovery and supported employment process
- Assist in the development of a culture of recovery and peer support by engaging in and supporting peer relationships.
- Work with clients served to assist them in the development and implementation of an individualized and integrated Service plan.
- Engage appropriately with persons enrolled to support them in identifying strengths, existing supports, and community resources.
- Support those enrolled in obtaining individualized goals through building and strengthening of linkages with community resources and family members.
- Conducted regularly scheduled meetings with clients to determine recovery goals utilizing evidence Based (EBP) best practices. Properly document and file case notes and other reports in accordance with BHS/ASAP program protocols.
- Provide recovery and employment education for persons enrolled, staff, and family members. This will include but is not limited to: Wellness Recovery Action Plans (WRAP) for enrollees, Self-help/mutual peer support groups, training and orientation of new enrollees, and training and orientation for staff and Team members.
- Work cooperatively with the ASAP/BHS therapists to conduct recovery groups.
- As directed by the ASAP/BHS treatment teams, network with Mental Health, Substance Abuse, Housing, Mental Health Case Management, Vocational Support, and other supportive service agencies and organizations to build integrated support systems following best practice models.
- As necessary provide transportation and/or assistance with other supportive services needed to assist clients in obtaining their goals.
- Refer and assist clients in obtaining necessary supportive services and provide input concerning service shortfalls and successes to the treatment teams.
- Collect data and report on client follow-up and retention success measures.
- Attend meetings, training functions and other official BHS/ASAP functions as required
- Safeguard confidential information
- Comply with Tribal policies
- Comply with applicable local, state, and federal licensing
- Project a positive image of the BHS/ASAP programs to the community
- Work cooperatively with program participants, ASAP/BHS staff and volunteers
- Be able to work independently and as a member of a team
- Be able to work evenings and weekends
- Perform other duties as assigned

#### **QUALIFICATIONS:**

- Applicants will be required to complete a BHS/ASAP approved training to be a Certified Peer Specialist
- A self identified current or former user of mental health or co-occurring services who can relate to others who are now using these services.
- Demonstrate an understanding of the “Recovery” model
- Have a High School diploma or GED

mental illness and/or substance abuse disorders to find meaningful lives in the community

- Ability to establish a trusting relationship with peers, including excellent interpersonal skills
- Detail oriented with good writing and organizational abilities
- Ability to network within the community and work with diverse populations
- Proficiency with computer programs including Microsoft Word and Excel
- Valid Driver's license

**APPLY AT  
C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD**

**PARKER, ARIZONA 85344**

**OR**

**FOR APPLICATION VISIT: <http://www.crit-nsn.gov>**

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**CRIT Offers:** Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



*Human Resources*  
26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

**October 11, 2010**

**#87-10**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** Department of Health Services  
**POSITION:** Injury Prevention Coordinator  
**SALARY:** \$13.25-\$15.00 per hour (Depending on Grant Funding)  
**SUPERVISED BY:** Executive Director  
**BENEFITS:** HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401(k) PLAN  
**CLOSING DATE:** OPEN UNTIL FILLED  
**APPLY:** COLORADO RIVER INDIAN TRIBES  
HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344

#### **DUTIES and RESPONSIBILITIES:**

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive)

The Injury Prevention Coordinator coordinates and facilitates injury prevention education and activities for the Colorado River Indian Tribes (CRIT). As part of the Indian Health Service (IHS) Injury Prevention Cooperative Agreement, he/she will work closely with HIS personnel to address the goals and objectives of the program.

- Coordinates injury prevention activities with CRIT, and other federal, state and local agencies and entities
- Coordinates and or/ provides assistance in the planning, implementation, and evaluation of injury surveillance programs and activities for the area.
- Writes reports, descriptive studies, and programs plans on injury prevention as required.
- Provides evidence-based training and education on injury prevention to community member and other injury prevention partners.
- Assists in developing, implementing, disseminating and evaluating injury prevention educational materials and programs
- Acts as a liaison between CRIT, IHS and other injury prevention partners

- Enhances injury prevention awareness in community through educational and promotional campaigns
- Works closely with Tribal and HIS Staff to participate in policy development as it relates to injury prevention
- Interact with other injury prevention partners in the area to identify and facilitate opportunities for injury prevention initiatives.
- Participates in the identification of current and emerging injury patterns using data from the injury
- Travels as needed to perform work functions and attend training.

#### **QUALIFICATIONS:**

1. **EDUCATION:** Associate Degree in health related field. Educational requirements may be substituted on a year for year basis with related work experience.
2. **EXPERIENCE:** Two years experience coordinating and implementation of community projects, previous teaching/ facilitation experience and recent experience in the field of injury prevention. Previous completion on Injury Prevention related coursework.
3. **KNOWLEDGE, SKILLS, AND ABILITIES:** The Injury Prevention Coordinator must demonstrate the knowledge and skills necessary to develop policies that relate to injury prevention.
  - Self-starter and demonstrate ability to function independently and as a team player.
  - Effective interpersonal skills
  - Ability to prepare and maintain written reports and data records
  - Possess sound organization skills
  - Demonstrate oral and written communication skills and applied computer literacy
  - Must be able to travel and work flexible hours.
  - Strong oral, verbal and written skills are a must.
  - Must be able to work with confidential material in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA)
4. **LICENSING / CERTIFICATIONS:**
  - Possess a valid Arizona Driver's license
  - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and F Family Violence Prevention Act.
  - Must have First Aid/CPR or able to obtain within 60 days after employment.

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# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

OCTOBER 07, 2010

#85-10

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** OFFICE OF THE ATTORNEY GENERAL  
**POSITION:** LEASE SPECIALIST (CONTRACTUAL EMPLOYEE)  
**SALARY:** \$40,000 to \$45,000 DOE  
**BENEFITS:** HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401(k) PLAN  
**CLOSING DATE:** OPEN UNTIL FILLED  
**APPLY:** COLORADO RIVER INDIAN TRIBES  
HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344

#### ABOUT THE OFFICE OF THE ATTORNEY GENERAL

The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, departments, and enterprises. The Office is a diverse and dynamic working environment.

#### DUTIES:

The Core responsibilities of the Lease Specialist are related to all leases and permits issued within the portion of the Colorado River Indian Reservation located within Riverside County, California. Representative duties include, but are not limited to the following:

- Prepare and maintain of lease and permit records;
- Prepare negotiation and litigation files;
- Participate in litigation, including providing testimony;
- Maintain permit and lease payment records;
- Enter and retrieve permit and lease data into the Trust Asset and Accounting Management System
- Develop and implement internal policies and procedures to ensure more effective monitoring of permits and leases; and

- Other duties as assigned.

#### **REQUIREMENTS:**

- High School Diploma or GED and significant experience managing residential property with a substantial number of lessees;
- Demonstrated oral and written communication skills;
- Strong organizational skills;
- Demonstrated computer literacy including use and knowledge of Microsoft Word and Excel;
- Consistent work history and excellent references;
- Valid Arizona or California driver's license;
- Ability to pass drug test screening;
- Ability to pass both a Tribal and Federal (OMB Public trust position) background check; and
- Must be able to maintain confidentiality at all times, dependable and punctual.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree;
- Experience working closely with attorneys and other legal professionals;

#### **INDIAN PREFERENCE:**

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# COLORADO RIVER INDIAN TRIBES

## Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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Eldred Enas, Chairman

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SEPTEMBER 14, 2010

### VACANCY ANNOUNCEMENT

#74-10

**DEPARTMENT:** LAW & ORDER  
**POSITION:** DISPATCHER (2 POSITIONS)  
**WAGES/SALARY:** \$13.46 (\$27,996.80-Annually)  
**CLOSING DATE:** OPEN UNTIL FILLED

#### DUTIES:

Receives, screens, prioritize and transmits routine and emergency telephone and radio messages, dispatches required personnel (police, fire, EMT, F&G, etc.) utilizing established codes; maintains radio contact with public safety personnel and keeps supervisors and officers informed of current situations; maintains a hand written log; utilizes a computer system by entering and retrieving data related to police calls and contacts; utilizes a national crime computer system by entering and relaying data related to police calls and contacts. The selected candidate will be scheduled to participate in on-the-job training that will measure job aptitude and mental and physical ability to effectively use sound judgment in high-pressure emergency situations. Based on the nature of law enforcement related information the incumbent must be willing to deal with difficult and sensitive information involving the general public and not be easily offended by obscene or unpleasant language during difficult public contact encounters over the phone or in person. Performs receptionist duties; responds to questions from walk-in and telephone traffic. Performs various clerical duties including completing the maintenance calls from the public regarding water, sewer, natural gas, streets or other service problems and immediately relay to individual(s) designated to handle the problem. 12 hour shift work required and/or being called in to work to cover a shift without prior notice. Also required to work some weekends and holidays.

#### QUALIFICATIONS:

Knowledge of telephone and related equipment. Ability to interact and communicate with people over the telephone, often in stressful situations. Skill in the use of computer for technical and communication applications. Ability to answer telephone and take messages. Knowledge of fire and burglar alarm systems reporting. Word processing and/or data entry skills. Knowledge of radio dispatch regulations, procedures, protocols, and/or equipment. Clerical, word processing, and/or office skills. Receptionist skills. Records maintenance skills. Ability to multi task. High school diploma or GED. Must be able to attend job related training out of town as scheduled. Must possess a telephone and reliable transportation. Must possess a valid driver's license, must be at least 21 years old.

**PHYSICAL REQUIREMENTS:**

Speaking clearly and concisely, reaching for telephones and radio access, sitting, typing, and listening to radios and telephone. Primary duties are performed while sitting for prolonged and extended periods of time with occasional or intermittent standing during a 12 hour shift; must be able to safely reach, twist, bend and to access supplies, records and reports; safely lift files (approximately 25 pounds) and remove from counter tops or file drawers; the operation of a personal computer requires finger dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer screen. Work is performed in an indoor office environment with a controlled climate. You must submit a completed typing certificate verifying a corrected typing speed of net 30 wpm taken within the last six months to the CRIT Human Resources Department along with employment application. Based on the information on the application, those deemed most qualified will be invited to participate in a selection testing which will include a written test and an oral interview. Selection testing will be scheduled on an as needed basis as qualified applicants apply. As positions become available, an offer of employment is contingent upon a candidate's completion of a thorough background with acceptable results (personal history statement, fingerprinting, drug screening & polygraph) prior to placement in the position, a prospective employee shall complete a medical examination to assess ability to perform the essential duties and responsibilities of the position.

For Employment Application visit: <http://crit-nsn.gov>

Or

Apply at: CRIT Human Resource Department  
26600 Mohave Road  
Parker, Arizona 85344

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703 (i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIAN BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO THE ENROLLED MEMEBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES OTHERWISE, C.R.I.T. DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN.

THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN. PRE-EMPLOYMENT DRUG SCREENING REQUIRED



SEPTEMBER 07, 2010

# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

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#71-10

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** LAW & ORDER – ADMINISTRATION  
**POSITION:** HOMELAND SECURITY COORDINATOR (OR EMERGENCY SERVICES MANAGER)  
**SALARY:** \$19.23 PER HOUR / \$39,980 ANNUALLY  
**CLOSING DATE:** OPEN UNTIL FILLED

#### DUTIES / FUNCTIONS:

The incumbent serves as the administrator for the overall operation of the Tribal Law Enforcement Services –

Homeland Security program that includes:

- planning
- coordination
- and collaboration of Emergency Services for the Colorado River Indian Tribes Emergency Response Plan.

The incumbent reviews Federal, State, County, and local government responsibilities, listed in publicized plans for the State of Arizona, and La Paz County to ensure compatibility of overall emergency plans. The incumbent interacts with federal, State, County and local government to ensure that emergency plans and operating procedures are in place and current; plan and conduct a full range of exercises to test emergency functions and plans; and provide training to various community and local entities to enhance emergency preparedness. The work is performed with considerable independent judgment within established operational and procedural guidelines. The incumbent is under the command of the Deputy Chief of Police.

**\*\*NOTE: AS THE HOMELAND SECURITY COORDINATOR, HE OR SHE WILL BE SUBJECT TO CALL-OUT AND WILL REQUIRE RESIDING WITHIN THE EXTERIOR BOUNDARIES OF THE COLORADO RIVER INDIAN RESERVATION.\*\***

#### JOB DUTIES:

- Develops implements and maintains a comprehensive multi-hazard emergency operations plan in accordance with FEMA guidelines / NIMS requirements including but not limited to the following: program management, personnel management, equipment inventory, budgeting, reporting, training, record-keeping and other unforeseen emergency management issues.
- Coordinate and/or prepare plans for all tribal operational emergency support functions; develop, organize and administer the facility plan review program, review and reconcile difference of opinion regarding adequacy of facility plans.
- Reviews and ensures that proper equipment, adequate staffing and support resources are available to efficiently and effectively coordinate emergency response efforts for the Tribes.

- Ensures cooperation and coordination of all Tribal programs for effective emergency response efforts during declared emergencies and localized emergency situations within the Reservation.
- Assists all Tribal departments and programs in preparing and updating emergency response plans and standard operating procedures plans in accordance with established Tribal policies and procedures; and programs on the requirements and provisions of the Tribal Emergency Plan.
- Serves as the Tribes Mobile Command Center for coordination with FEMA officials for emergency assistance requests, documentation and recordkeeping of critical information.
- Prepare and/or implement detailed mitigation reviews that identify operations, procedure(s) to alleviate negative impacts of emergency situations.
- Plans, conducts and evaluates Tribal emergency exercises in accordance with FEMA guidelines.
- Research and collect information for input into the NIMS record system to assist state and local decision makers in emergency operations.
- Is on call after working hours and on weekends to coordinate emergency operations and/or calls for emergency assistance.
- Performs other related duties as assigned.

#### **KNOWLEDGE, SKILLS and ABILITIES:**

- Knowledge of Federal Emergency Management Agency (FEMA) regulations and guidelines.
- Knowledge of the National Incident Management System (NIMS) regulations and guidelines.
- Knowledge of emergency planning, emergency response, hazard mitigation and recovery processes.
- Skill in practical application and set-up of emergency operations and personnel management in the field.
- Skill in effectively communicating with Federal, state, and local government emergency operation entities.
- Skill in the operation and proficient use of a computer and a variety of software applications, including but not limited to database, graphics, power-point and the Internet.
- Ability to analyze situations quickly and accurately, and adopt an effective course of action.
- Ability to express ideas effectively, both orally and in writing.
- Ability to work effectively with Federal, state, and local government entities.
- Ability to maintain an effective working relationship with people of varied economic, social, economical and cultural backgrounds.
- Ability to perform all physical requirements of the position, including but not limited to walking over terrain, carrying a weighted knapsack (up to 60 lbs), working in hot and humid climate, working long-hours (not to exceed 16 hours a day), and operating a motor-vehicle up to 16 hours a day.

## **EXPERIENCE and EDUCATION REQUIREMENTS:**

At the minimum, the applicant must possess a diploma of graduation from an accredited High School (or GED equivalent), successfully completed a combination of education requirements, including current certification training from an accredited College or accredited Federal or State Law Enforcement or Fire Academy (Bachelor's Degree in Natural Science or Public Administration is preferred by not required). The applicant must also show a minimum of five (5) years of supervisory experience at the administrative level that includes personnel management, budget management, or organizational management. The successful applicant will also be required to successfully complete the FEMA Professional Development and Applied Practices Series for Emergency Managers and Certification as an Emergency Manager.

## **SPECIALIZED EXPERIENCE:**

The applicant must demonstrate progressively responsible management experience which indicate:

- (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts other pertinent information;
- (2) ability to think logically and objectively, to analyze and evaluate facts, evidence and related information and arrive at sound conclusions;
- (3) skill in written and oral reports and presentations of findings in a clear, concise and impartial manner; and
- (4) tact; discretion, and capacity for obtaining the cooperation and confidence of others.

## **SECURITY CLEARANCE and BACKGROUND REQUIREMENTS:**

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a thorough background investigation and successfully complete a drug screening test prior to appointment. The background investigation will include: applicant screening, criminal history check, fingerprint check, credit check, work history check, education check, oral board review, and polygraph test. The applicant must pass a medical examination prior to appointment.

Under title VII of the Civil Rights Act, Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian by Indian Tribes. Therefore, Colorado River Indian Tribes (CRIT) acknowledges and extends preferential treatment to all enrolled CRIT Tribal members who qualify toward all employment, or applicants based upon race, color, sex, religion or national origin.

## **OTHER REQUIREMENT:**

The applicant is required, as an incidental duty, to operate government-owned or Tribal leased motor vehicles, in the performance of duties; therefore, a valid state motor vehicle operator's license is required. The applicant must also have a safe driving record with no moving traffic violations within a three (3) year period prior to appointment, and meet the safe driving requirements of the Tribes Employee Handbook.

## **EMPLOYMENT BENEFITS:**

CRIT offers health and life insurance, paid holiday, annual and sick leave, and a 401K pension plan. The successful applicant will also be afforded the use of a "take-home" department vehicle.

**APPLY AT:**  
**C.R.I.T. HUMAN RESOURCE DEPARTMENT**  
**26600 MOHAVE ROAD**  
**PARKER, ARIZONA 85344**  
**OR**  
**FOR APPLICATION VISIT: <http://www.crit-nsn.gov>**

**Under Title VII of the Civil Rights Act Sections 701(b) and 703 (l) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.**

**CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan**



# COLORADO RIVER INDIAN TRIBES

COLORADO RIVER INDIAN TRIBES  
OFFICE OF THE ATTORNEY GENERAL  
RECEIVED

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

2010 SEP 15 PM 1:26

September 13, 2010

#22-10

### VACANCY RE - ANNOUNCEMENT

**DEPARTMENT:** C.R.I.T. EDUCATION  
**RESPONSIBLE TO:** CRIT EDUCATION DIRECTOR  
**POSITION:** EDUCATION COUNSELOR  
**SALARY:** NEGOTIABLE COMMENSURATE WITH EXPERIENCE PER 10-MONTH CONTRACT  
**CONTRACT PERIOD:** 10 MONTHS  
**CLOSING DATE:** OPEN UNTIL FILLED

#### GENERAL:

Work with students whose ability to function in the school environment has been affected by issues such as truancy, poor attendance, substance abuse, and/or behavior problems.

#### SPECIFIC:

- Deal with individual student's problems in a constructive, supportive, non-judgmental manner.
- Obtain/use knowledge about student to facilitate the student's participation and success in educational opportunities.
- Provide follow-up services after student returns to school.
- Familiar with available community services and opportunities.
- Assist in identifying the best available resources to help the student become successful in school
- Providing assessment and intervention services including short term individual and group counseling.
- Providing social casework and attendance outreach by linking parents, school, personnel, and social services agencies.
- Assessing students at risk and referring them to the adequate resources.
- Perform other related duties assigned by Education Director.

#### QUALIFICATIONS:

- Master's degree in Educational Counseling
- Arizona Certification in Educational Guidance Counseling.
- Experience working with culturally/ethnically diverse populations and at risk students

- Experience/knowledge of case management, including work with families dealing with substance abuse issues.
- Experience working with and accessing various individuals, social service agencies, and community agencies for services.
- Experience conducting concise and meaningful assessments, formulating action plans, writing progress reports and summaries, and communicating with students and individuals needed to assist.

APPLY AT:  
C.R.I.T. HUMAN RESOURCE DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344  
OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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CRIT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

August 26, 2010

#70-10

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** CRIT FISH & GAME  
**POSITION:** GAME WARDEN (2 POSITIONS)  
**SALARY:** \$13.22 (\$27,500) D.O.E.  
**CLOSING DATE:** OPEN UNTIL FILLED

#### **DUTIES and RESPONSIBILITIES:**

(DUTIES and REQUIREMENTS SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING)

Game Wardens shall enforce the Natural Resources Code Article 1; Fish and Game - - Law Oder Code Article VIII: Control of livestock movement and branding on the Colorado River Indian Reservation- Health and Safety code Article 7: Rabies Control and other Directives of the Tribal Council.

Execute warrants issued for violations of the mentioned articles in section:

- (A) Search without a warrant any boat-vehicle-box-game box-or other packages when there is probable cause to believe that wildlife or parts thereof are possessed in violation of law.

Inspect all wildlife taken or transported and size all wildlife taken or possessed or showing evidence of having been taken in violation of any provision of The Natural Resource Code.

Seize firearms-devices and equipment used in taking wildlife or intended to e so used in violation of any provision of the Natural Resource Code.

Will conduct routine patrols of the reservation boundaries and conduct routine fishing & hunting permit checks including bag limits. Conduct creel census-perform chemical tests on reservation waters. Assist fish and wildlife managers with projects on the reservation.

#### **REQUIREMENTS:**

- Perform any other duties so determined by the Chief Game Warden or his designee.
- Must be familiar with Federal/State fishing and game laws.
- Warden will be on call 24 hours a day
- Must have an on-line telephone in the place of residence and or a working cell phone.
- Must have a valid driver's license and be insurable.

- Must submit to a thorough back ground investigation conducted by the Department or any other agency designated by the Department.
- Must pass a medical physical examination and physical agility test.
- Must provide a high school diploma or equivalent.
- Must take and pass the basic Police course and any other training related to this job.
- Failure to pass the basic Police course will be cause for reassignment to any other vacant position within the Department along with a salary adjustment to that level. In the event there is no vacancy the Officer will be dismissed.
- Must pass a driving proficiency test (pickup truck).
- Must be able to work in adverse weather conditions.
- Must be able to work in hazardous conditions.
- Will be required to work holidays and weekends.

Game Wardens must conduct his or herself at all times in a proper and ethical manner at all times while on duty or off duty. The Department holds its employees to higher standards of conduct. This applies to all positions.

**SUBMIT COMPLETED APPLICATION TO:  
C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.

**CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening required.**



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 660 1320 • Fax (928) 660-5263

Eldred Enas, Chairman

August 03, 2010

#67-10

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** CRIT AIR  
**POSITION:** AIRPORT MAINTENANCE TECHNICIAN  
**WAGE:** \$9.25/HOUR FULL TIME - PERMANENT  
**CLOSING DATE:** OPEN UNTIL FILLED

CRIT Air, an enterprise of the Colorado River Indian Tribes, is looking for an energetic, dedicated, self-starter to join our team with the goal of developing the Avi Suquilla Airport into a first class gateway to the community.

#### DUTIES:

Basic airport facilities maintenance (to include repair and maintenance of navigation aids); vehicle maintenance; aircraft refueling and quality control and operational inspections of the airfield, fuel, facilities and airport equipment in accordance with Federal Aviation Administration standards. The ideal applicant will have a High School diploma or GED, possess a valid Arizona driver's license, basic skills operating light construction equipment and experience in carpentry, plumbing, electrical, concrete, landscaping and janitorial, vehicle maintenance, and able to climb lighting and navaid towers with heights in excess of 50 feet. Must be computer literate and able to operate a ten-key adding machine, electronic calculator, copier, fax, typewriter and credit card machines. Must be able to lift weight in excess of 50 pounds and have experience operating 2-way radios. A combination of education, training or experience will serve to meet the minimum experience requirements.

#### APPLY AT:

C.R.I.T. HUMAN RESOURCE DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

## VACANCY ANNOUNCEMENT

#66-10

AUGUST 02, 2010

**POSITION:** SECRETARY  
**DEPARTMENT:** BEHAVIORAL HEALTH  
**SALARY:** D.O.E. (\$9.50 - \$11.00)  
**CLOSING DATE:** OPEN UNTIL FILLED

### INTRODUCTION:

The Secretary is under the direct supervision, guidance, and direction of the BHS Administrative Assistant. The Secretary performs daily secretarial, receptionist, and clerical duties and support and basic office management, serves as a receptionist to receive, screen and log all telephone calls and incoming/outgoing correspondence. The Secretary receives, announces, and directs, and assists clients to appropriate personnel. The Secretary assists the Administrative Assistant in programmatic, financial, and fiscal functions.

### DUTIES and RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

Composes routine correspondence from brief notes or oral instructions. Types and files various reports, letter, etc., assists in monitoring expenditures, makes travel arrangements, performs photocopying duties, maintain property files, conducts periodic inventory of equipment and supplies. Assist Administrative Assistant in the development, implementation, and maintenance of internal program budgets and spreadsheets. Provide research and data collection for preparation of program proposals. Attend staff meetings and assigned trainings appropriate to the program. Participates in competency training as appropriate. Performs other duties or assignments as directed within the scope of duties and responsibilities, and/or Department activities.

### WORK ENVIRONMENT:

#### A. Confidentiality

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal health Insurances Portability and Accountability Act (HIPPA)*.

**B. Internal and Public Contacts**

This position involves constant direct interaction with clients, their families, the Clinical Director, direct care staff, Child Protective Services, Social Services, Indian Health Services, Probation, and other social service providers.

**QUALIFICATIONS:**

Requires high school diploma/GED, and a minimum of two (2) years administrative or secretarial experience. Typing with accuracy of 40/50 wpm. Possess proper spelling, grammar, and math skills. Must be organized, self-motivated, efficient, and able to work under stress. Computer literate with operating skills for application of test documents, spread sheets, and other systems. Must possess a current valid Arizona State Driver's license. Ability to work well with the general public and work harmoniously with co-workers. Must maintain client/patient confidentiality and must be able to work confidential material in accordance with the Federal Health Insurance Portability and Accountability Act. (HIPAA).

**For Employment Application visit: <http://crit-nsn.gov>**

**Or**

**Apply at: CRIT Human Resource Department  
26600 Mohave Road  
Parker, Arizona 85344**

**UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703 (i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIAN BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO THE ENROLLED MEMEBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES OTHERWISE, C.R.I.T. DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN.**

**THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN. PRE-EMPLOYMENT DRUG SCREENING REQUIRED**



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

July 21, 2010

#59-10

## VACANCY ANNOUNCEMENT

**DEPARTMENT:** CHILDREN RESIDENTIAL CENTER  
**POSITION:** DIRECTOR  
**SALARY:** \$68,000 - \$73,000 (D.O.E.)  
**SUPERVISED BY:** TRIBAL COUNCIL  
**CLOSING DATE:** OPEN UNTIL FILLED

### DUTIES AND RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

The Children's Residential Center (CRC) Director acts as the director of operations and program delivery for the Children's Residential Center (CRC). The CRC Director will report directly to the Tribal Council. This position also acts as a representative and advocate in matters directly related to service delivery; contract negotiations; staffing; committee liaison with governing bodies attached to licensing and regulatory oversights; educational programs; medical and social service counterparts; and other bodies deemed to be in the best interest for the provisions of education, welfare, spiritual and cultural needs of the children to which the shelter is designed to assist. The CRC Director promotes the highest standards of care for the Children's Residential Center as defined by all state and tribal regulatory standards.

### MAJOR DUTIES/RESPONSIBILITIES:

- Direct and manage the operations of the CRC.
- Develop all policy and procedural systems for CRC.
- Hire senior staff and assist with the hiring of their team members.
- Direct and supervise senior staff.
- Be responsible for developing staff training programs and continuing education.
- Provide direct oversight for program spending and budgeting and maintain fiscal responsibility and integrity of all line items.
- Participate as a member of the CRC Oversight committee
- Develop community activities that promote cultural awareness and project a positive image of the CRC
- Be responsible for the actual delivery of service directed towards each child.
- Liaise with all internal and external committees designed to maintain continuity and consistency with program delivery.

- Liaise with all relevant community resources such as but not limited to children's services; juvenile justice programs; parenting classes; out-patient substance abuse and mental health programs; school programs; education; crisis intervention community programs; and medical services.
- Ensure all data and records are collected and maintained subject to system criteria.
- Research and design appropriate alternative service systems designed to enrich the lives of the children entrusted in the care of the Children's Shelter.
- Encourage service providers from the community to assist with the development and design of culturally relevant information specific to "at risk" Native American children.
- Research and develop any available funding opportunities for the Children's Residential Program
- The CRC Director is required to establish on-call procedures for the facility that will require minimal response times, as well as the direct response by the director to all critical incidents.

#### **QUALIFICATIONS:**

- 1. EDUCATION:** Must possess a Master's or Doctorate Degree from a recognized University in the disciplines of Health Science, Medicine, Psychology, Social Service, or Education
- 2. EXPERIENCE:** Must have 5 years of more experience working as a senior management supervisory position in a residential treatment or service delivery center. Must have a minimum of five years working with outside service providers in planning and systems design that are developed for children using a humanistic behavioral approach. Demonstrated experience working with Native American people.
- 3. KNOWLEDGE, SKILLS AND ABILITIES:**
  - Must have a proven ability to coach and mentor staff in a positive and rewarding style.
  - Must have extensive knowledge working with Native American communities and their tribal councils.
  - Must understand finances as they relate to the total program and be prepared to present them to those responsible for the program. Must be always mindful to the bottom line yet at the same time provide quality service.
  - Must be able to interact positively with community leaders in promoting the Children's Shelter and act as the advocate for positive change.
  - Sensitive to the needs of at risk Native American children
- 4. LICENSING/CERTIFICATIONS**
  - Independent Behavioral Health Licensure preferred
  - Possess a valid Arizona Driver's License
  - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
  - Maintain confidentiality in accordance to Federal Health Insurance and Accountability Act (HIPAA).

**For Employment Application visit: <http://www.crit-nsn.gov>  
or**

**APPLY AT C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

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# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

**July 21, 2010**

**#63-10**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT: Colorado River Indian Tribal Court**

**POSITION: Associate Judge (2 positions)**  
**\*\*Appointed by Tribal Council terms are for two (2) years\*\***

**SALARY: DOE (\$55,000.00 PER ANNUM)**

**CLOSING DATE: OPEN UNTIL FILLED**

#### **SUMMARY:**

The Associate Judge is responsible for fairly and impartially hearing and deciding judicial cases and matters within the jurisdiction of the Colorado River Indian Tribes (CRIT) Tribal Court pursuant to the CRIT Tribal Laws, Codes, Rules and Regulations as assigned by the Chief Judge.

#### **PRIMARY DUTIES and RESPONSIBILITIES include the following:**

1. Handles, presides over and adjudicates all criminal, civil, juvenile, traffic and fish & game cases and litigation as assigned by the Chief Judge.
2. Hears cases, makes evidentiary rulings, reviews pleadings and issues final orders, judgments and decision. Conducts legal research and issues memoranda of decision within the timelines established by tribal law.
3. Prepares, issues and/or submits reports, letters, memorandum and similar types of correspondence and communications with the Chief Judge, Court Personnel, litigants, parties to cases, attorneys, legal counsel, CRIT Tribal administration personnel.
4. Issues order, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the court.
5. Performs legal, judicial and administrative duties associated with and furtherance of the performance of the duties stated in paragraph one above.
6. Provides administrative direction to court staff in connection with and furtherance of the performance of the duties stated in paragraph one above.
7. Attends training, staff meetings and meetings with CRIT Tribal government representatives, State, County and Federal County government representatives, and the CRIT general public as directed and/or authorized by the Chief Judge.
8. Performs other duties that may be assigned by the Chief Judge.
9. Creates, adopts, develops and implements appropriate policies, procedures and court forms as directed and/or authorized by the Chief Judge.
10. At the direction and with the assistance of the Chief Judge, may assist the Chief Judge with the following: (a) Interviewing, hiring, and training court employees; (b) planning, assigning, and directing work of court employees, (c) appraising performance;

rewarding and disciplining employees and (d) addressing complaints and resolving problems.

11. The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements, of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must meet the following minimum qualifications:

1. Must be twenty-five (25) years of age or older
2. Must possess substantial legal education or experience to perform the duties and responsibilities listed above.
3. Must possess knowledge of CRIT Tribal laws, court rules and procedures, and applicable federal statutes such as the Indian Civil Rights Act (ICRA), Indian Child Welfare Act (ICWA) and Violence Against Women Act (VAWA).
4. Must have the ability to understand and apply appropriate the laws and rules of the CRIT Tribe with impartiality; ability to communicate effectively both verbally and in writing; ability to establish effective working relationships with employees, attorneys and advocates, parties to cases and the general public.
5. Must be competent to perform all the duties of the position; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness.
6. Must not have been convicted of a felony, or of a misdemeanor or other criminal offense involving dishonesty or moral turpitude with the last five years, in any Federal, Tribal or State Court.

#### **EDUCATION REQUIREMENTS, SKILLS & ABILITIES**

Must possess substantial legal education or experience, as determined by the CRIT Tribal Council, that enables the applicant to perform the PRIMARY DUTIES and RESPONSIBILITIES listed above.

Ability to read and analyze, interpret and apply in written form the CRIT Tribal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals.)

Skill in use of office computers, word processing and office computer software, office machine usage, office copier and other similar office equipment to the extent that the applicant's use of such technical skills satisfies and meets the PRIMARY DUTIES and RESPONSIBILITIES listed above.

Ability to solve legal matter, issues, problems and questions and deal with a variety of concrete legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and furtherance of the performance of the duties and responsibilities.

**APPLY AT:**  
**C.R.I.T. HUMAN RESOURCE DEPARTMENT**  
**26600 MOHAVE ROAD**  
**PARKER, ARIZONA 85344**  
**OR**  
**FOR APPLICATION VISIT: <http://www.crit-nsn.gov>**

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**CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.**



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

April 19, 2010

#41-10

## VACANCY ANNOUNCEMENT

DEPARTMENT: C.R.I.T. FISH & GAME

POSITION: WILDLIFE MANAGER

SALARY: \$15.00 / HOUR

### DUTIES and REQUIREMENTS:

DUTIES AND REQUIREMENTS SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- A. Develop new and oversee current management projects to include habitat and wetland restoration. Make recommendations to the Chief Game Warden – hunting seasons, bag limits, areas to be closed, and make wildlife populations estimates.
- B. Seek outside funding to support current and future projects.
- C. Produce written reports detailing progress of various projects, the outcome of studies conducted, the resultant management implications and submit a monthly written activity report to the Chief Game Warden.
- D. Develop working relationship with others tribal departments as well as with various government organizations and universities.
- E. Will assist in the U.S. Fish and Wildlife Service managers with projects on the reservation.
- F. *Will perform any other duties as determined by the Chief Game Warden or his designee.*
- G. Wildlife managers will be under the direct supervision of the Chief Game Warden or his designee.
- H. Must have an on-line telephone in the place of residence.
- I. Must take & pass a urine drug test upon application.
- J. *Failure to take the drug test upon application will be considered a refusal in which the application will not be accepted. The test will be conducted by the C.R.I.T. Human Resources Department.*
- K. Must have a valid driver's license and be insurable.
- L. Must be able to work in adverse weather conditions.
- M. May be required to work some holidays and weekends.
- N. Must have B.S. or B.S.F. in wildlife management, wildlife biology, or related field; good computer skills (able to work with word processing and spreadsheet programs); excellent written and verbal communication skills; knowledge of statistics and their application;
- O. Must be able to work with minimal supervision; be creative and flexible.

**OTHER RESPONSIBILITIES:**

1. The Wildlife manager must conduct his or herself at all times in a proper and ethical manner at all times while on duty or off duty.
2. The Department holds its employees to higher standards of conduct. This applies to all positions.

**SUBMIT COMPLETED APPLICATION TO:  
C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**or**

**FOR APPLICATION VISIT: <http://www.crit@nsn.gov>**

**UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.**

**CRIT OFFERS: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-Employment Drug Screening.**



May 19, 2010

# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

#51-10

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** Department of Health Services / Behavior Health Services  
**POSITION:** Independently Licensed Mental Health Therapist (2 Positions)  
**SUPERVISED BY:** BHS Clinical Director  
**SALARY:** \$31.83 - \$35.38 D.O.E.  
**CLOSING DATE:** OPEN UNTIL FILLED

#### MAJOR DUTIES/RESPONSIBILITIES

The Mental Health Therapist ensures that all his or her program activities and interventions are clinically appropriate, provides clinical support and guidance to programs and staff, monitors program acuity, and coordinates interagency referrals and services. The Mental Health Therapist is responsible for clinical assessment, treatment planning, and all documentation for their caseload and those they supervise. The Mental Health Therapist completes clinical assessment for intakes; provides individual, group, and family counseling to assigned populations; and provides supervision to subordinate clinical staff as assigned.

- Maintains a therapeutic and professional relationship with clients.
- Completes Progress Notes which are substantiated by documentation of services rendered at least 95% of the time.
- Accurately observes and reports client behavior and activities in open client clinical records using the Subjective, Objective, Assessment, and Plan (SOAP) or Data, Assessment, Plan (DAP) format according to time lines and policy.
- Completes necessary documentation to allow clinical records to be closed.
- Participates in all appropriate meetings that may have an impact on the department's well being.
- Work averages no less than 20 client contact hours per 40-hour workweek.
- Provides clinical services for a minimum of 25 hours per week for each 40-hour workweek.
- Informs the supervisor of any issues that may warrant notification of reporting or are of an emergent or concern of a clinical nature.
- Works to develop a productive working relationship with referral sources and community agencies through open and effective communication.
- Remains active in the community—identifying gaps in service delivery, acting as a representative of Behavioral Health Services, and serving on community boards or committees as assigned.
- Maintains state licensure as a Behavioral Health Professional.
- Participates in Continuing Education (CEU) trainings as appropriate.

- Completes all annual mandatory trainings.
- Performs other duties as assigned.

#### **QUALIFICATIONS:**

1. **EDUCATION:** Master's Degree in a behavioral health sciences field.
2. **EXPERIENCE:** Requires experience in the assessment of clients in assigned populations with two (2) years experience in mental health work minimum. Completion of at least 6 months of employment in specialty area or related course, continuing education or in-service training: Child/Adolescent Population, SMI Population and Substance Abuse Population.
3. **KNOWLEDGE, SKILLS and ABILITIES:**
  - Requires excellent interaction skills, written and verbal communication skills.
  - Knowledge of community resources, family dynamics, human behavior, and Native American Culture is required.
  - Maintain flexible hours, and be willing to travel.
  - Therapist will follow his or her American Counseling Association's (ACA) and Professional Organization's Code of Ethics (American Association for Marriage and Family Therapy, American Counseling Association, American Psychological Association, or National Association of Social Workers).
  - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act*. (HIPAA).
4. **LICENSING/CERTIFICATIONS:**
  - Must hold an Independent Master's Level Mental Health Therapist License (LPC, LMFT, LCSW, or Psychologist), or be within six months of receiving independent license.
  - Possess a valid Arizona Driver's License.
  - Maintain flexible hours, and be willing to travel.
  - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: CRIT Human Resource Department  
26600 Mohave Road  
Parker, Arizona 85344

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# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

May 19, 2010

#49-10

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** C.R.I.T. TRIBAL COURT  
**POSITION:** PROCESS SERVER / BAILIFF  
**SALARY:** \$9.93/HOUR (\$20,654.00 ANNUALLY)  
**CLOSING DATE:** OPEN UNTIL FILLED

#### **GENERAL SUMMARY:**

Under the direct supervision of the Court Administrator.

#### **EXAMPLES OF WORK:**

Personally serves summons, orders, subpoenas and court documents to parties in accordance to court procedures and timeframes. Prepares Courtroom for sessions, maintains order in court proceedings when required. Screens courtroom participants for weapons or in an intoxicated condition, subdue unruly court participants. Present at all Jury trials and Court of Appeal hearings, takes custody of jurors during deliberations, provides notepads and pencils to jurors and destroys all notes taken by jurors when hearing is adjourned. Retrieve and delivers mail to and from CRIT mail room and Post Office, delivers court documents to various departments as requested. Signs for and deliver checks issued to or requested by the court. Secure the Court Building before lunch and at the end of the workday. Provide janitorial services in common areas such as lobby, courtrooms, and Judges when requested. Picks up supplies and other duties as assigned.

#### **KNOWLEDGE, SKILLS, REQUIREMENTS and ABILITIES:**

Have knowledge of Reservation boundaries, developments, street names and whereabouts of people living thereon. Required to work in a variety of weather and environmental conditions with exposure to the elements, dust, extreme hot and cold temperatures. Uniforms are mandatory and must be worn during work hours. Must be able to handle the physical requirements of the position such as exiting and entering assigned vehicle. Conduct themselves in a professional manner in the performance of their duties at all times. Maintain and keep assigned vehicle clean and free of debris, maintain mileage logs, and adhere to vehicle use policies. Must have the skill and ability to deal with angry or hostile individuals. Required to maintain confidentiality of court, documents, cases, parties, etc. Adhere to Judicial Personnel Code of ethics. Ability to follow directives and work independently.

#### **MINIMUM QUALIFICATIONS:**

High School graduate or G.E.D., Must be 21 years of age. Possess a current and valid Arizona Driver's License with a good driving record, in good physical health to perform all the requirements of the position.

For Employment Application visit: <http://www.crit-nsn.gov>

or

APPLY AT C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344

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# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

May 19, 2010

#03-2010

### VACANCY RE-ANNOUNCEMENT

**DEPARTMENT:** JUDICIAL  
**POSITION:** COURT CLERK  
**SALARY:** \$20,530  
**CLOSING DATE:** OPEN UNTIL FILLED

#### **SUMMARY:**

Performs a variety of complex court clerk and clerical tasks involved in processing and maintaining records of all court proceedings in civil, criminal, Juvenile, and traffic cases. Provides information and assistance to law enforcement officer, attorneys, defendants, and court patrons. Provides general clerical assistance to the Judges and administrative staff. Court Clerks will be required to perform work in the following areas of the court: civil, criminal, traffic, and/or other areas as assigned and in accordance tot the Laws and Codes of the Colorado River Indian Tribes.

#### **PRINCIPLE DUTIES and RESPONSIBILITIES:**

##### **CIVIL**

- Opens, process and closes general civil, small claims and summary proceedings cases.
- Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, orders and judgments.
- Receives, receipts and records fees and other monies. Notifies appropriate staff to issue refunds or distribute monies in accordance with court orders and procedures.
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer - generated forms.
- Documents all case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.
- Provides information to attorneys, law enforcement officers, plaintiffs and defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and civil proceedings in general.
- Schedules court proceedings and issues proper notices to the appropriate parties.

##### **CRIMINAL**

- Receives criminal and Juvenile complaints and related documents, opens case files, enters case information into the computer and files case documents.
- Receives, receipts and records bonds, fines, costs, and other payments.
-

Operates a computer terminal to enter, update correct and access case information; and produce computer – generated forms.

- Ensures that case files are ready and available for scheduled court proceedings. Checks in defendants, attorneys and others.
- Documents case activity and other pertinent case information on court documents and in the computer, maintains case history on each case.
- Distributes and recalls search and arrest warrant as authorized.
- Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Prepares and distributes jail commitments and other legal documents

#### **TRAFFIC / FISH & GAME**

- Receives, records and codes citations from law enforcement agencies, prepares case file and enters case information into the computer. Closes cases following dispositions.
- Receives, receipts and records fines, cost, bonds and other monies. Notifies appropriate staff to refund, forfeit and/or apply bond money to pay fines, costs and other assessments.
- Operates a computer to enter, update, correct and access case information; and to produce computer generated forms and reports.
- Provides information to attorneys, law enforcement officers, defendant, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Schedules civil infraction informal hearings and issues notification to the appropriate parties.
- Monitors case files and initiates enforcement action on overdue citations. Prepares and issues default judgments, bond forfeiture notices.

#### **REQUIRED SKILLS, ABILITIES, and KNOWLEDGE**

- Working familiarity with the operation and applications of Computers, Data programs
- Ability to plan, organize and calendar administrative and court cases, activities, staffing, etc.
- Ability to effectively communicate both orally and in written form.
- Possesses an understanding of legal terminology and thorough knowledge of courtroom procedures.
- Bachelor's degree in Business or Public Administration or a closely related field and two (2) years of court related experience or any combination of education training and experience which demonstrates the ability to perform the duties of the position.

**APPLY AT  
C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344  
OR**

**FOR APPLICATION VISIT: <http://www.crit-nsn.gov>**

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# COLORADO RIVER INDIAN TRIBES

*Human Resources*

26600 MOHAVE ROAD  
PARKER, ARIZONA 85311

PHONE: (602) 441-1111 FAX: (602) 441-1112

## VACANCY ANNOUNCEMENT

2010 FEB 25 PM 1:25

#23-10

CLERK OF THE DISTRICT COURT  
RECEIVED

**POSITION:** MENTAL HEALTH WORKER  
**DEPARTMENT:** BEHAVIORAL HEALTH SERVICES  
**REPORTS TO:** BHS CLINICAL DIRECTOR  
**SALARY:** D.O.E. (\$12.50 - \$14.00)  
**CLOSING DATE:** OPEN UNTIL FILLED

**INTRODUCTION:** The Mental Health Worker position located in the Department of Health & Social Services (DHSS) Behavioral Health Services (BHS), provides direct and indirect services to assist in enhancing, preserving, and reunifying American Indian families by providing case management, supportive intervention, and counseling services. The Mental Health Worker is under the direct supervision of the Clinical Director, Behavioral Health Services.

**DUTIES AND RESPONSIBILITIES:** (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

1. Initiate contact with families identified by the Clinical Director that are involved with CRIT Child Protective Services (CPS), Social Services, and/or BHS and complete family assessments as appropriate.
2. Identify family strengths and weaknesses and work with DHSS and community agencies to identify appropriate services and referral resources.
3. Attend weekly CPS and Social Services meeting to communicate family-related issues and concerns and services offered.
4. Attend additional meetings as appropriate, including staffing with CRIT Probation, Parker Unified School District, and Parker Indian Health Center Social Services and Public Health Nursing.
5. Provide appropriate psycho-educational counseling in individual and group format to families on following topics such as: problem identification, problem solving, stress management, conflict resolution, effective communication, parenting skills, and behavioral management.
6. Provide crisis intervention services in the office and community as appropriate.
7. Serve on intra-department committees and local inter-agency forums, boards, workgroups, and task teams.
8. Participate in community resources networks, prevention activities, and educational programs, including health fairs, workshops, and training.
9. Maintain confidentiality in accordance with Joint Commission of Accreditation of Healthcare Organizations (JCAHO) regulations, BHS policy, Health Insurance Portability and Accountability Act (HIPAA), and the Privacy Act of 1974.

10. Maintain records from all clinical staff relative to number of families receiving services and provide required information for the monthly report to DHSS and is responsible for maintaining monthly and annual records required by various funding agencies.
11. On-call, crisis intervention and irregular hours may be required.
12. May perform other duties and assignments as directed within the scope of project activities and/or duties and responsibilities.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS:** High school diploma or GED and basic counseling certification by a state or national agency. Minimum of sixteen (16) hours of psychology/social work college credits or 60 continuing education credits. Possess a valid state vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** Possess knowledge to administer basic psychologist tests, including MMPI 2, SCL-90-R, MCMI 3, PAI, and Child Behavior Checklist. Must have successfully completed a training program in basic crisis intervention skills, RPMS and HIPAA. Possess organizational skills, ability to function independently, demonstrated oral and written communication skills, and applied computer literacy familiar with Microsoft Word, Microsoft Excel, and RPMS. Must be familiar with clinical charting methods, i.e. S.O.A.P. Familiar with American Indian culture and traditions, sensitivity to cultural differences, and unique problems of Indian communities in rural areas. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian child Welfare Act.

**For Employment Application visit:** <http://critonline.com>

**Submit completed application to:** **CRIT Human Resource Department**  
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**Parker, Arizona 85344**

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## *Human Resources*

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PARKER, ARIZONA 85344  
TELEPHONE (928) 669-1320 \* FAX (928) 669-5263

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** Department of Health Services/Behavioral Health Services

**POSITION TITLE:** Independently Licensed Mental Health Therapist

**SALARY RANGE:** D.O.E. (\$31.83-35.38 per hour)

**SUPERVISED BY:** BHS Clinical Director

### MAJOR DUTIES/RESPONSIBILITIES

The Mental Health Therapist ensures that all his or her program activities and interventions are clinically appropriate, provides clinical support and guidance to programs and staff, monitors program acuity, and coordinates interagency referrals and services. The Mental Health Therapist is responsible for clinical assessment, treatment planning, and all documentation for their caseload and those they supervise. The Mental Health Therapist completes clinical assessment for intakes; provides individual, group, and family counseling to assigned populations; and provides supervision to subordinate clinical staff as assigned.

- Maintains a therapeutic and professional relationship with clients.
- Completes Progress Notes which are substantiated by documentation of services rendered at least 95% of the time.
- Accurately observes and reports client behavior and activities in open client clinical records using the Subjective, Objective, Assessment, and Plan (SOAP) or Data, Assessment, Plan (DAP) format according to time lines and policy.
- Completes necessary documentation to allow clinical records to be closed.
- Participates in all appropriate meetings that may have an impact on the department's well being.
- Work averages no less than 20 client contact hours per 40-hour workweek.
- Provides clinical services for a minimum of 25 hours per week for each 40-hour workweek.
- Informs the supervisor of any issues that may warrant notification of reporting or are of an emergent or concern of a clinical nature.
- Works to develop a productive working relationship with referral sources and community agencies through open and effective communication.
- Remains active in the community--identifying gaps in service delivery, acting as a representative of Behavioral Health Services, and serving on community boards or committees as assigned.
- Maintains state licensure as a Behavioral Health Professional.
- Participates in Continuing Education (CEU) trainings as appropriate.
- Completes all annual mandatory trainings.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

1. **EDUCATION:** Master's Degree in a behavioral health sciences field.
2. **EXPERIENCE:** Requires experience in the assessment of clients in assigned populations with two (2) years experience in mental health work minimum. Completion of at least 6 months of employment in specialty area or related course, continuing education or in-service training: Child/Adolescent Population, SMI Population and Substance Abuse Population.
3. **KNOWLEDGE, SKILLS AND ABILITIES:**
  - Requires excellent interaction skills, written and verbal communication skills.
  - Knowledge of community resources, family dynamics, human behavior, and Native American Culture is required.
  - Maintain flexible hours, and be willing to travel.
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  - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act* (HIPAA).
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